

**Closing date has been Extended**

**Office of Thrift Supervision  
Vacancy Announcement**

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| <b>Position Title, Series &amp; Grade:</b> | <b>Examiner III/IV<br/>TG-570-18/20</b>   |
| <b>Vacancy Announcement Number:</b>        | <b>2007-0049</b>  |
| <b>Area of Consideration:</b>              | Open to All Sources including<br>Department of Treasury CTAP and<br>Federal ICTAP eligibles |
| <b>Duty Location:</b>                      | West Region<br>Duty Station: San Francisco, CA<br>(Office is located in Daly City , CA)     |
| <b>Opening Date:</b>                       | February 8, 2007  |
| <b>Closing Date:</b>                       | March 15, 2007  |
| <b>Salary Range:</b>                       | <b>TG-18 - \$75,960-\$138,325<br/>TG-20 - \$88,109-\$171,451</b>                            |
| <b>Number of Hours/Week:</b>               | 40  |
| <b>Tour of Duty:</b>                       | Full-time Permanent Position  |
| <b>Type of Service:</b>                    | Competitive (Career or Career<br>Conditional)   |
| <b>Number of vacancies:</b>                | One or more non-supervisory Positions<br>(Not in a Bargaining Unit)                         |
| <b>Position Sensitivity:</b>               | Moderate Risk   |
| <b>Promotion Potential:</b>                | TG-570-21   |

**NOTE: THIS POSITION REQUIRES EXTENSIVE TRAVEL. APPLICANTS  
MUST ALSO POSSESS THE SELECTIVE FACTOR DESCRIBED IN  
THE QUALIFICATIONS SECTION OF THIS ANNOUNCEMENT.**

**DUTIES:**

This position is located in the Office of Thrift Supervision (OTS), (West Region). The OTS is the primary regulator of savings associations and savings association holding companies. OTS is an Office of The U.S. Department of Treasury and has five regional offices located in Jersey City, Atlanta, Chicago, Dallas and San Francisco.

As an Examiner, your responsibilities include performing a range of activities relative to promoting safety and soundness and compliance in thrift institutions in an assigned caseload. Specific responsibilities include:

- Analyzing and reaching conclusions regarding each rating area of capital adequacy, asset quality, effectiveness of management, sufficiency of earnings, adequacy of liquidity-asset/liability management and reasonableness of sensitivity to market risk of large and/or moderately complex thrift institutions.
- Serving as Examiner in Charge (EIC) and setting examination scope, including determining resources and staffing required to complete the examination.
- Preparing the report of examination and supervising preparation of work papers and other documents.
- Presenting the report of examination conclusions and required corrective actions to thrift institution management and board members.

#### **QUALIFICATION REQUIREMENTS:**

Qualifications for this position will be based upon a clear showing that you have the professional experience of the scope and quality sufficient to effectively carry out the above duties. **You must have at least one year of specialized experience equivalent to the next lower grade level in the career ladder, i.e; TG-16/18 or GS- 11/12 in the federal service.** In addition to meeting the specialized experience requirement, you must possess the selective factor described below.

**SELECTIVE FACTOR OR MANDATORY QUALIFICATION REQUIREMENT for the Examiner III or Examiner IV (TG-18/20) level requires accreditation as a Certified Thrift Examiner (CTE); Federal Thrift Regulator (FTR); Federal Compliance Regulator (FCR), or equivalent accreditation and experience from a federal or state government banking regulatory agency. Qualified candidates from a state regulatory agency who possess the required specialized experience will be found qualified for the TG-18 level.**

#### **Examples of qualifying specialized experience include:**

- Work requiring a thorough knowledge and the application of GAAP accounting or auditing principles and practices with a financial institution.
- Examining or auditing financial institutions such as thrift associations, savings or commercial banking institutions, trust companies, farm credit associations or Federal or State credit unions.
- Professional accounting or auditing work that provided a broad knowledge of the application of accounting or auditing principles and practices, i.e., CPA.

- Work that provided a thorough knowledge of Federal and State laws applicable to the type of financial institutions involved (e.g., savings and loan, savings or commercial banks, industrial loan banks, etc.), and of the operations and practices of such institutions.

Desirable qualifications include: experience as a financial institution examiner, or private industry experience in credit review or experience with a public accounting firm conducting financial institution audits that demonstrates an ability to evaluate all CAMELS areas.

Education may be substituted for experience in accordance with guidelines described in the U.S. Office of Personnel Management Qualification Standards Handbook. This handbook may be found on the OPM Website (<http://www.opm.gov/qualifications/index.htm>), in other federal agency personnel offices or by contacting the Human Resources Specialist listed on this announcement.

United States Citizenship is required.

If selected, eligibility for an ID Badge is required. You must be ID Badge eligible in accordance with HSPD-12 and upon entering for duty; you must undergo a federal background investigation that results in a favorable adjudication for an ID Badge. You must maintain eligibility throughout your service with OTS.

### **KNOWLEDGE, SKILLS AND ABILITIES FOR THIS POSITION (RATING FACTORS):**

If you meet the basic qualifications and possess the selective factor for this position, you will be further evaluated on the basis of the quality and extent of your total accomplishments, experience and education. Your ranking will measure the degree to which your background matches the desired knowledge, skills and abilities (rating factors) for this position.

You should submit a narrative statement on a separate page(s) with specific responses to the rating factors listed below. Failure to submit your narrative response to these factors may negatively affect your eligibility and/or rating for this position.

- **Technical Competence in Examinations:** Knowledge of accounting, financial and business concepts as applicable to federal and state banking laws and regulations. Knowledge is required to conduct examinations, analyze capital adequacy, asset quality, management, earnings liquidity, asset/liability management and market risk. (25/30 points)

- **Analytical Skills:** Skill in conducting financial and credit analysis of financial institution/banking activities. Skill is necessary to analyze a variety of loans, securities, and other categories of assets and liabilities in order to assess risk. Ability to review lending and investment operations and apply OTS, federal, and state banking regulations. (25/25 points)
- **Communication Skills:** Ability to communicate policies and procedures in order to effectively provide advice and assistance to management and staff and represent OTS in meetings. Also, the ability to succinctly express agency component and composite CAMELS ratings in the OTS Report of Examination (25/20 points)
- **Team Building Skills:** Ability to lead. Skill is required to monitor progress of crew, define scope of examination, assign work, provide guidance and assistance, manage team and communicate results. (25/25 points)

#### **Basis for Rating:**

- Non-status qualified candidates will be evaluated on the evaluation criteria described above and will be assigned points on a scale of 70 to 100 points, and, as applicable will be assigned points for veterans' preference.
- Status candidates (current federal employees serving on a competitive appointment or former federal employees with reinstatement eligibility) will be evaluated under the OTS Merit Promotion Plan and will receive points on a scale of 1 to 100. Candidates receiving 67 points or higher will be found "highly qualified" and referred to the management official for consideration.
- Note for CTAP/ICTAP Eligibles. Treasury Career Transition Assistance Program (CTAP) and Interagency Career Transition Program (ICTAP) Eligibles in the local commuting area who are determined to be "well-qualified" for this position will be given selection priority consideration. In accordance with Treasury's Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if: (1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, (2) is within the commuting area, and (3) is determined to be "well qualified" for this position. To be determined "well qualified" a candidate must be able to demonstrate that he/she has experience directly related to the rating criteria listed above and must receive a minimum score of 90 in the evaluation process. Candidates must submit documentation of eligibility under the Department of Treasury CTAP or ICTAP Program for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the section, How to Apply" of this vacancy announcement

## **BENEFITS:**

OTS is pleased to be able to offer its employees a generous benefits program. The OTS, at no cost to its employees, pays for many benefits while others are subsidized by the agency. Among the benefits you receive as an OTS employee are:

- Enrollment in the Federal Employees Retirement System
- Thrift Plan contribution opportunities with agency matching funds (both Federal and private plans)
- Pre-tax Health and Dependent Care Program with agency contribution
- Life insurance with basic cost paid by the government
- Health insurance with cost shared by the government
- Thirteen paid sick leave days annually
- Ten paid holidays per year
- Thirteen paid days of vacation for the first 3 years of federal service, increasing to 20 days for 3 to 15 years of service, and 26 days for 15 years of federal service and greater
- Alternative Work Schedules
- Telecommuting Opportunities
- Sick leave options for birth, adoption and foster care needs

## **OTHER INFORMATION:**

- If you are a status candidate (current or former competitive service employee with reinstatement eligibility) and wish to receive consideration under both delegated examining and merit promotion processes, you must submit two (2) applications. If only one (1) application is received, you will be considered under merit promotion procedures only.
- If selected from a delegated examining certificate, you will be required to serve a one-year probationary period.
- You must meet all qualification requirements within 30 days of the announcement closing date.
- Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name.
- If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be subject to fine, imprisonment or other disciplinary action.
- Privacy Act Notice: (PL 93-579). The information requested in your application is used for determining qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.
- Pursuant to the Veterans Employment Opportunities Act, a veteran who is a preference eligible; or has been separated from the armed forces under honorable conditions after completing substantially three years or more of continuous active service can apply for consideration under both

delegated examining and merit promotion procedures. You must submit two (2) applications and include a copy of your DD-214. You must indicate that you to be considered under VEOA on your application.

- OTS provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify Gail Burden on (202) 906-6279 or email: [gail.burden@ots.treas.gov](mailto:gail.burden@ots.treas.gov)
- OTS utilizes special appointing authorities provided by the Office of Personnel Management to employ persons with disabilities, disabled veterans, a VRA eligible, and others eligible for noncompetitive appointment. Applicants should indicate on their applications that they are applying for consideration under the special appointing authority and be prepared to show proof of eligibility upon request.
- If selected, you will be required to provide verification of US citizenship and employment eligibility under the Immigration Reform and Control Act of 1985 (P.L. 99-603).
- Male applicants born after December 31, 1959 will be required to complete a statement for Selective Service Registration.

## HOW TO APPLY:

### **In order to receive full consideration for this vacancy, you must submit the following information:**

- Optional Application for Federal Employment (OF-612), or a resume. Note that whichever document you submit, it must include the following information: name, vacancy announcement number, social security number; telephone number where you may be reached during the day, and citizenship. Copies of the OF 612 may be obtained from OPM's web page <http://www.usajobs.opm.gov> or from the OTS web page (<http://www.ots.treas.gov>).
- If you are claiming veterans' preference, you **must** submit with your application package evidence of eligibility with a DD-214, "Certificate of Release or Discharge from Active Duty. If you are claiming 10-point preference, you must submit a Standard Form 15 (<http://www.usajobs.opm.gov/forms.htm>) and supporting documentation with your application package. An applicant claiming veteran's preference who does not submit this evidence will not receive additional points for veteran's preference in the rating process. Information veterans' preference is available in the VetGuide that may be found on the U.S. Personnel Management website [www.opm.gov](http://www.opm.gov).
- A supplemental statement addressing your possession of the knowledge, skills, and abilities as related to the "Knowledge, Skills and Abilities Required" described above in this announcement. Failure to submit this statement can result in you receiving a lower score in the rating process.

- A copy of your most recent performance appraisal preferably completed within the past year. This is required if you are a current federal employee only.
- Race and National Origin Identification Form (SF-181). Submission of this form is voluntary and failure to submit it will have no impact on you or your consideration for this position. Copies of SF-181 may be obtained from OPM's web page: <http://www.usajobs.opm.gov> or from the OTS web page: <http://www.ots.treas.gov> (click employment at OTS and then click jobs)

### **APPLICATION SUBMISSION:**

Your application packages may be mailed, e-mailed, or faxed.

#### **Mail your application to:**

Office of Thrift Supervision  
Human Resources Division, Second Floor  
1700 G Street, NW  
Washington, DC 20552  
**Attention: Gail Burden**

**FAX your application to:** 202-906-6256

**Email your application to:** [gail.burden@ots.treas.gov](mailto:gail.burden@ots.treas.gov)

- Note due to security processing of mail by the United States Postal Service, mail may be delayed and your application received after the closing date. Candidates are **strongly** encouraged to submit their application using e-mail or FAX.
- Applications must be received by the closing date of this announcement.
- Applications sent in government postage paid envelopes **WILL NOT** be considered.
- Applicants who apply via email may fax or mail supplemental papers such as proof of veterans' preference (DD-214, and/or SF-15), priority placement entitlement, etc., should include the vacancy announcement number and their name on the faxed supplements.